



## **Staff Report**

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### **ANNUAL REVIEW OF COUNCIL PRIORITY CALENDAR: STEP THREE - ADOPTING THE CALENDAR**

Honorable Mayor and Council Members:

#### **Summary**

The City has adopted a Vision Statement developed by members of the community that captures our distinctive community character and provides a road map for setting City policy. The Vision statement includes the following beliefs:

- Belmont prides itself on being unique
- Its small-town ambience sets it apart as a tranquil, safe and desirable place to live
- We get involved in town matters because we care about living here
- We connect with each other in all kinds of gathering places
- Our strong sense of community and enjoyment of the town's assets and activities deepen as we become better informed and connected

With the Vision Statement in mind, the City Council establishes priorities through the Priority Calendar setting process. This annual process reviews and prioritizes current and proposed Council study items. Study items are one-time projects that:

- Require significant staff time and
- Generally are placed on the Council agenda for action.

At the Council workshop on Saturday, January 30, 2010, Council shared concern about staff's ability to take on new projects, and directed staff to slow down on priority calendar items. Because of the current budget situation and resulting resource limitations, staff also recommends that we scrutinize any additions to the Priority Calendar and carefully review existing current/active projects to reconfirm their importance. This staff report will give Council a status update on current/active projects, new projects and below the line projects, and also tries to address the issue of 'capacity' in each Department.

- At a Special meeting on April 21, Council discussed and reviewed all current, new and below the line projects and asked for clarification from staff. Council also addressed the issue of "capacity" in each department. During this meeting, Council decided to create a new

category titled “Suspended” to indicate a project that continues to be a priority, but is suspended due to lack of staff’s ability or resources to work on these projects.

- On May 11, Council reviewed the list of projects (current, new, suspended, below the line and complete). Council directed staff to keep all current and new projects, to bring back the suspended General Plan Update, and to move High Speed Rail to Public Works.
- On May 25, on the Consent agenda, Council will have the opportunity to approve the annual 2010-11 Priority Calendar.

All remaining “Below the Line” and “Suspended” projects will be kept on the master list for the next annual review by Council.

Attachment A to this report are completed PDFs for Active/current projects that staff will be working on during the year.

Attachment B is the proposed Council Priority Calendar for 2010/2011, based on the milestones on Active/current projects.

Attachment C is the summary sheet for Active/current 2010/2011 projects; Suspended projects that will be reviewed at the next Priority Calendar setting process; and On-going projects that will be removed from future Priority Calendar processes.

### **Background**

The Priority Calendar process began in October of 2001. The definition used for priority calendar items:

- Require at least 40 hours of staff time
- Are one-time in nature
- Have been directed by Council, City Manager or a Commission through specific action, including the budget
- Do not reflect the routine provision of City services
- Are mandates imposed by the state or federal government, or other funding agencies
- Are major capital improvements

### **Discussion and Next Steps**

Two projects are considered “on-going” and will be deleted from future Priority Calendar reports. They are: Permit Efficiency Task Force – ComDev; and Community Disaster/Emergency Alert System – Police.

Internally, staff will monitor the status of projects and timelines, and will provide updates to Council in the Monthly WRAP.

**Fiscal Impact**

There is no direct fiscal impact to this report. Individual projects have cost estimates associated with them on the PDFs, which will be incorporated into the budget as feasible.

**Recommendation**

1. By approving this consent report, Council will be:
  - a. Approving the updated PDFs in Attachment A
  - b. Approving the Council Priority Calendar in Attachment B

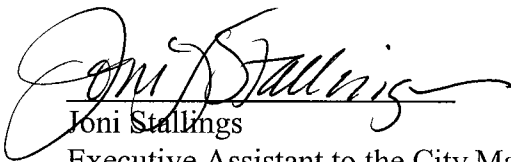
**Alternatives**

1. Provide alternative direction to staff
2. Take no action at this time

**Attachments**

- A. Updated Project Description Forms for Active/Current Projects
- B. Proposed Priority Calendar 2010-2011 for Adoption
- C. Priority Calendar Status Report – 2010/2011 Priorities – including all Active/current and Suspended projects

Respectfully submitted,



Joni Stallings

Executive Assistant to the City Manager

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Thomas Fil  
Acting City Manager

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## **ATTACHMENT A**

### **Updated Project Description Forms for Active/Current Projects**

# PROJECT DESCRIPTION

Community Development

**Project:** Emmett House Renovations and Site Work  
**Source:** Staff  
**Lead:** de Melo/Nolfi/Contract Planning Staff/Palatnik  
**Team:** Planning, Redevelopment, Public Works  
**Contractor(s):** Developer, housing manager

**Proj. #:** CD01  
**Acct. #:** na  
**Type:** Construction  
**Detailed Workplan Required:** N

**Description:** Restoration and Relocation to Sixth and O'Neill

**Estimated Staff Hours** 300  
**Estimated Staff Hours Remaining as of March 2010** 50  
**Estimated Contractor costs** \$200,000

## Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	RDA approval of architect	X			8/16/1999
M02	Exterior preliminary design and cost estimate				5/1/2000
M03	RDA discussion on scope of project and funding	X	6/13/2000		6/13/2000
M04	RDA discussion on scope of project and funding continued	X	7/25/2000		8/8/2000
M05	RDA decision on direction for property	X		10/9/2001	2/12/2002
M06	RDA review of program to move/restore Emmet House		5/14/2002		5/13/2003
M07	RFP circulated			7/25/2003	7/25/2003
M08	Award of contract for bid specification			3/31/2004	
M09	Neighborhood Outreach Meeting for planning approvals			5/15/2004	9/9/2004
M10	Approve Exclusive Right to Negotiate w/ Developer	X		9/14/2004	9/14/2004
M11	RDA explores alternatives / redefines project	X		11/9/2004	11/9/2004
M12	Review Contract / Regulatory Agreement for Project	X		2/11/2005	3/8/2005
M13	Plng Comm Recommendation on Required Entitlements			5/1/2007	5/15/2007
M14	City Council Approval of Req. Entitlements	X		5/8/2007	5/29/2007
M15	Plng Comm Approval of Detailed Development Plan			9/4/2007	9/4/2007
M16	Completion of construction			6/1/2010	

**STATUS:** Construction Underway, House painted. Regular updates on progress are presented to RDA

**Comments:**

# PROJECT DESCRIPTION

Community Development

<b>Project:</b>	<u>Belmont Sign Ordinance Amendments</u>	<b>Proj. #:</b>	<u>CDXX</u>
<b>Source:</b>	<u>City Council</u>	<b>Acct. #:</b>	<u></u>
<b>Lead:</b>	<u>de Melo &amp; Zafferano</u>	<b>Type:</b>	<u></u>
<b>Team:</b>	<u>Staff, and Sign Consultant(s)</u>	<b>Detailed Workplan</b>	
<b>Contractor(s):</b>	<u></u>	<b>Required:</b>	<u></u>

**Description:** Comprehensive Update of Belmont Sign Ordinance

**Staff Recommendation:**

- ☐ For Priority Consideration  
☐ No Recommendation  
☐ Below the Line  
☐ Against Study

<b>Estimated Staff Hours</b>	<u>300</u>
<b>Estimated Contractor costs</b>	<u>\$25,000K</u>

Milestones:		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Conceptual Review - Planning Commission</u>				<u>10/6/2009</u>
M02	<u>City Council Discussion &amp; Direction</u>	X	<u>2/9/2010</u>		<u>2/9/2010</u>
M03	<u>Community Meeting</u>		<u>3/19/2010</u>		<u>3/19/2010</u>
M04	<u>Planning Commission Subcommittee Review - Ongoing</u>		<u>4/19/2010</u>		<u>4/19/2009</u>
M05	<u>Planning Commission Review &amp; Recommendation</u>		<u>6/1/2010</u>		
M06	<u>City Council Review &amp; Adoption</u>	X	<u>7/13/2010</u>		
M07	<u>2nd Reading</u>	X	<u>7/27/2010</u>		
M08	<u>Ordinance Effective</u>		<u>8/26/2010</u>		
M09	<u></u>				
M10	<u></u>				
M11	<u></u>				

**STATUS:** PC Policy Discussion conducted on 5/4/10; further policy review scheduled for 5/18/10 PC meeting.

**Comments:**

# PROJECT DESCRIPTION

Community Development

**Project:** General Plan Update  
**Source:** Mandated  
**Lead:** de Melo  
**Team:** Planning Staff & Consultants  
**Contractor(s):** Consultants

**Proj. #:** CD08  
**Acct. #:** na  
**Type:** Plan  
**Detailed Workplan Required:** YES

**Description:** An extensive, labor intensive, multi-year project. This project would potentially include formation of a General Plan Advisory Committee to steer progress on systematic updates to the required elements.

**Estimated Staff Hours** 2,000  
**Estimated Staff Hours Remaining as of March 2010** 1,500  
**Estimated Contractor costs** 300-600k

Milestones:		City Council	Due Date:	Revised Date:	Actual:
M01	Draft work plan developed		8/4/2006	11/1/2006	11/1/2006
M02	Council review of draft work/phasing plan	X	9/26/2006	1/25/2007	1/25/2007
M03	Council Selection of GP Consultant	X	11/14/2006	2/13/2007	2/13/2007
M04	Develop draft detailed work plan		1/6/2007	2/27/2007	2/27/2007
M05	Council Review of detailed work plan	X	2/13/2007	10/9/2007	10/9/2007
M06	Formulate General Plan Advisory Committee		TBD		
M07	Begin General Plan Update Process		TBD		
M08	PC/CC Study Session		TBD		
M09	Neighborhood Meeting(s)		TBD		
M10	Prepare Environmental Review & GP Update(s)		TBD		
M11	PC Review and Recommendation(s)		TBD		
M12	Council Review & Adoption	X	TBD		
M10					
M11					
M12					

**STATUS:** Status Report due back to Council based upon 5/11/10 Item 9/Priority Calendar discussion.

**Comments:** Project scope/milestones to be reformulated based on Council direction.

# PROJECT DESCRIPTION

Community Development

**Project:** Belmont "Villages Districts" Zoning  
**Source:** Mandated  
**Lead:** de Melo  
**Team:** Planning Staff & Consultants  
**Contractor(s):** Consultants

**Proj. #:** CD08B  
**Acct. #:** na  
**Type:** Plan  
**Detailed Workplan Required:** YES

**Description:** THREE PROJECTS HAVE BEEN INCLUDED IN THIS PROJECT: 1365 Fifth Ave Planning; Master Parking Plan - Downtown Districts; and Downtown Specific Plan Reformat

Estimated Staff Hours	400
Estimated Staff Hours Remaining as of March 2010	200
Estimated Contractor costs	\$130,000

## Milestones:

		City Council	Revised	
			Due Date:	Actual:
M01	Draft work plan developed		1/25/2007	1/25/2007
M02	PC/CC Study Session	X	7/29/2008	7/29/2008
M03	Council Selection of GP Consultant	X	10/14/2008	10/14/2008
M04	Neighborhood Meeting(s)		12/4/2008	12/4/2008
M05	PC Study Session(s) - 6/2, 8/18, 9/15, & 10/6/09		6/2/2009	10/6/2009
M06	CC Study Session - 11/24/09	X	11/24/2009	11/24/2009
M07	Prepare Environmental Review & GP Update(s)		9/1/2010	
M08	PC Review and Recommendation		11/2/2010	
M07	Council Review & Adoption	X	12/7/2010	
M08				
M09				
M10				
M11				
M12				

**STATUS:** Public Hearings on Draft Zoning Text expected in Fall 2010.

**Comments:** PROJECT WILL FOCUS ON ED STRATEGY TARGET SITES, DTSP, AND ECR CORRIDOR FOR FY 07-08. ESTABLISHMENT OF A GP MAINT FEE COMPLETED AS PART OF FY06-07 MASTER FEE SCHEDULE.



# PROJECT DESCRIPTION

Community Development

**Project:** Housing Element  
**Source:** Mandated  
**Lead:** de Melo  
**Team:** Planning Staff & Consultants  
**Contractor(s):** Consultants

**Proj. #:** CD08A  
**Acct. #:** na  
**Type:** Plan  
**Detailed Workplan Required:** YES

**Description:** This project entails formulation, review, and adoption of the City's 2007-2014 Housing Element. Completion of this project is a State mandated (HCD) requirement.

**Estimated Staff Hours** 400  
**Estimated Staff Hours Remaining as of March 2010** 50  
**Estimated Contractor costs** \$125,000

Milestones:		City Council	Revised		
			Due Date:	Date:	Actual:
M01	Council Selection of GP Consultant	X	6/10/2008		6/10/2008
M02	Neighborhood Meeting(s)		12/4/2008		12/4/2008
M03	PC Study Session(s) - 4/21, 6/16, & 7/7/09		4/21/2009		7/7/2009
M04	CC Study Session(s) - 4/28, 6/23, & 7/14/09	X	4/28/2009		7/14/2009
M05	Prepare Environmental Review & GP Update(s)		3/26/2010		3/26/2010
M06	PC Review and Recommendation		6/1/2010		
M07	Council Review & Adoption	X	6/22/2010		
M08	Forward to HCD for Final Review/Adoption		7/12/2010		
M07					
M08					
M09					
M10					
M11					
M12					

**STATUS:** Public Hearings on Draft Housing Element expected in June 2010.

**Comments:**

# PROJECT DESCRIPTION

Community Development

**Project:** Parking In Front Yards/Circular Driveways  
**Source:** Planning Commission  
**Lead:** deMelo  
**Team:** Planning, City Attorney  
**Contractor(s):** TBD

**Proj. #:** CD17  
**Acct. #:**  
**Type:**  
**Detailed Workplan**  
**Required:** No

**Description:** Study and propose revisions to the zoning regulations regarding parking in front yards and circular driveways

**Staff Recommendation:**

☐ For Priority Consideration

☒ No Recommendation

☐ Below the Line

☐ Against Study

Estimated Staff Hours

175

Estimated Staff Hours Remaining as of March 2010

50

Estimated Contractor costs

**Milestones:**

		City Council	Due Date:	Actual:
M01	Prepare issue paper		6/1/2009	
M02	City Council direction on options	X	7/14/2009	7/14/2009
M03	Prepare draft Zone Text Amendment language		8/10/2009	
M04	Planning Commission review and recommendation		7/6/2010	
M05	City Council review and adoption	X	9/14/2010	
M06	City Council second reading	X	9/28/2010	
M07	Ordinance effective		10/28/2010	
M08				
M09				
M10				
M11				

**STATUS:** Program divided out - almost complete

**Comments:**

# PROJECT DESCRIPTION

Community Development

**Project:** Planning for CalTrain Station / "Grand Boulevard"  
**Source:** City Council / Planning Commission  
**Lead:** de Melo  
**Team:** Davis, CM Office  
**Contractor(s):** \_\_\_\_\_

**Proj. #:** CD07  
**Acct. #:** \_\_\_\_\_  
**Type:** \_\_\_\_\_  
**Detailed Workplan Required:** \_\_\_\_\_

**Description:** Prepare plan for improvements to CalTrain station and El Camino Real in support of "Grand Boulevard" objectives

**Staff Recommendation:**

☒ For Priority Consideration  
☐ No Recommendation  
☐ Below the Line  
☐ Against Study

**Estimated Staff Hours** 300  
**Estimated Staff Hours Remaining as of March 2010** 250  
**Estimated Contractor costs** \$33K (see Comments below)

**Milestones:**

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>City Council direction on project scope / planning consultant</u>	X	<u>4/12/2005</u>		<u>4/12/2005</u>
M02	<u>City, SamTrans and consultant finalize project scope</u>		<u>4/30/2005</u>		<u>5/10/2005</u>
M03	<u>City Council appoints citizen committee, if needed</u>		<u>6/14/2005</u>		<u>N/A</u>
M04	<u>Consultant prepares draft landscape / design plan</u>		<u>9/15/2005</u>	<u>11/1/2005</u>	<u>11/1/2005</u>
M05	<u>City Council reviews draft plan</u>	X	<u>TBD</u>		
M06	<u>Planning Commission hearings on draft plan</u>		<u>TBD</u>		
M07	<u>City Council hearing on final plan</u>	X	<u>TBD</u>		

**STATUS:**

Grant funding for improvements to be solicited (MTC, etc.). Staff is working w/other Peninsula cities on Grand Blvd. Initiative. Neighborhood input to be solicited upon capital improvement or grant funding approval.

**Comments:**

City has partnered with SamTrans, San Carlos and Redwood City for MTC planning grant to support "Grand Boulevard" objectives. MTC has given grant approval of \$25,000 for Belmont planning; SamTrans will augment for total of \$33,000.

# PROJECT DESCRIPTION

Community Development

**Project:** Residential Design Guidelines  
**Source:** Planning Commission  
**Lead:** de Melo  
**Team:** DiDonato, Planning  
**Contractor(s)** TBD

**Proj. #:** CD09  
**Acct. #:**  
**Type:**  
**Detailed Workplan**  
**Required:**

**Description:** Prepare design guidelines for new and remodeled residential projects, including hillside development issues. Spring 2007 - Hardscape and Lot Coverage Standards was added

**Staff Recommendation:**

☐ For Priority Consideration  
☒ No Recommendation  
☐ Below the Line  
☐ Against Study

Estimated Staff Hours	150
Estimated Staff Hours Remaining as of March 2010	50
Estimated Contractor costs	TBD

**Milestones:**

		City Council	Due Date:	Revised Date:	Actual:
M01	Review examples of guidelines from other cities - prepare issue paper on design guideline issues / preferences		11/3/2006	12/3/2006	12/3/2006
M02	City Council direction on design guidelines	X	12/12/2006	3/27/2007	3/27/2007
M03	Prepare draft guidelines		4/6/2007	12/4/2007	12/4/2007
M04	Planning Commission review and recommendation		6/19/2007	9/21/2010	
M05	City Council review and adoption	X	9/11/2007	10/26/2010	
M06					
M07					

Project reactivated in Fall 2009 - staff working on completion of document, community outreach component. Final version document is expected to be presented to PC & CC for adoption in Fall 2010.

**STATUS:**

**Comments:**

# PROJECT DESCRIPTION

Community Development

**Project:** Re-Subdivision/Master Planning of City-Owned San Juan Hills Lands

**Source:** City Council

**Lead:** de Melo

**Team:** DiDonato, Finance, P&R Dept. Planning, City Attorney

**Contractor(s):** TBD

**Proj. #:** CDXX

**Acct. #:**

**Type:**

**Detailed Workplan**

**Required:** No

**Description:** Study and facilitate a master plan for resubdivision of City-owned San Juan Hills Area lands, trail connections, and permanent open space areas.

## Staff Recommendation:

☐ For Priority Consideration

☒ No Recommendation

☐ Below the Line

☐ Against Study

	Estimated Staff Hours	500
	Estimated Staff Hours Remaining as of March 2010	475
	Estimated Contractor/Development Review costs	\$250,000

## Milestones:

		City Council	Due Date:	Actual:
M01	Prepare Issue Paper/Develop Project Scope/Milestones		9/1/2010	
M02	City Council direction on options	X	9/21/2010	
M03	Formulate, Manage, and Facilitate Development Team		TBD	
M04	Planning Commission review and recommendation on Master Development Plan		TBD	
M05	City Council review and approval of Master Development Plan	X	TBD	
M06	Facilitate Sale/Transfer of Re-Subdivided Lots		TBD	
M07				
M08				
M09				
M10				
M11				

**STATUS:** New program from City Council

**Comments:**

# PROJECT DESCRIPTION

Community Development

**Project:** Tree Ordinance  
**Source:** PC  
**Lead:** Gervais & de Melo  
**Team:** P&R & Planning Commissioners, City Atty, P&R & Planning Staff  
**Contractor(s):** City Arborist

**Proj. #:** CD16  
**Acct. #:**  
**Type:**  
**Detailed Workplan Required:**

**Description:** Review and revise tree ordinance. Consider establishing tree regulations in Zoning Ordinance. Includes Admin Review for Tree Removal Permits (2/7/08)

**Staff Recommendation:**

- ☐ For Priority Consideration  
☒ No Recommendation  
☐ Below the Line  
☐ Against Study

**Estimated Staff Hours**  
**Estimated Staff Hours Remaining as of March 2010**  
**Estimated Contractor costs**

200  
125  
\$20,000

**Milestones:**

		City Council	Due Date:	Actual:
M01	City Council identifies major objectives	X	10/7/2008	10/14/2008
M02	Research and evaluate policy options		11/3/2008	11/3/2008
M03	Planning Commission identifies preferred options		1/20/2009	11/6/2008
M04	Prepare draft code language		7/15/2010	
M05	Parks & Recreation Commission Hearing & Recommendation		10/6/2010	
M05	Planning Commission Hearing & Recommendation		10/19/2010	
M06	City Council hearing and adoption	X	11/23/2010	
M07	City Council second reading	X	12/14/2010	
M08	Ordinance effective		1/13/2011	
M09				
M10				
M11				

**STATUS:**

Task force consisting of staff, and Parks & Rec & Planning Commission Members preparing draft amendments to be forwarded to Council in Study Session in Summer 2010.

**Comments:**

# PROJECT DESCRIPTION

Finance

<b>Project:</b>	<u>Belmont Fire Protection District Service Provision</u>	<b>Proj. #:</b>	<u>FNXX</u>
<b>Source:</b>	<u>Council</u>	<b>Acct. #:</b>	<u>NA</u>
<b>Lead:</b>	<u>City Manager</u>	<b>Type:</b>	<u>Policy</u>
<b>Team:</b>	<u>Finance Director/Fire Chief</u>	<b>Detailed Workplan</b>	
	<u>Cory Biggs, Maze and Associates; Stu Gary, City Gate</u>		
<b>Contractor(s):</b>	<u>Associates; Michael Colantuono, Colantuono &amp; Levin</u>	<b>Required:</b>	<u>N</u>

**Description:** Provide Fire Services for the BFPD. Analyze and recommend solutions for ongoing operations and capital needs. Manage dissolution of Belmont-San Carlos Fire Department.

**Staff Recommendation:**

- ☐ For Priority Consideration
- ☒ No Recommendation
- ☐ Below the Line
- ☐ Against Study

<b>Estimated Staff Hours</b>	<u>1,000</u>
<b>Estimated Contractor costs</b>	<u>\$200,000</u>

**Milestones:**

		City Council	Due Date:	Revised Date:	Actual:
M01	Discuss initial objectives with Fire Board	X	6/22/2010		
M02	Refine Objectives and take direction from Fire Board on potential alternatives	X	8/24/2010		
M03	Analyze alternatives		10/26/2010		
M04	Prepare report to Fire Board	X	11/23/2010		
M05	Fire Board Study Session	X	12/14/2010		
M06	Begin Implementation of recommendations adopted by Fire Board		TBD		
M07	Negotiate dissolution of Fire Department		TBD		
M08					
M09					
M10					
M11					

**STATUS:** New issue.

**Comments:**

# PROJECT DESCRIPTION

Finance

<b>Project:</b>	<u>Targeted Economic Development Strategy Project</u>	<b>Proj. #:</b>	<u>FN03</u>
<b>Source:</b>	<u>RDA Directors</u>	<b>Acct. #:</b>	<u></u>
<b>Lead:</b>	<u>Fil</u>	<b>Type:</b>	<u></u>
<b>Team:</b>	<u>City Manager, Community Development Director, RDA Attorney</u>	<b>Detailed Workplan</b>	
<b>Contractor(s):</b>	<u>Keyser Marsten Associates, Field Paoli Architects</u>	<b>Required:</b>	<u></u>
<b>Description:</b>	<u>To identify and implement targeted economic development projects within the City.</u>		

**Staff Recommendation:**  
☐ For Priority Consideration  
☐ No Recommendation  
☐ Below the Line  
☐ Against Study

<b>Estimated Staff Hours</b>	<u>4,000</u>
<b>Estimated Staff Hours Remaining as of March 2010</b>	<u>1,600</u>
<b>Estimated Contractor costs</b>	<u>\$350K</u>

## Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Identify project objectives with consultants</u>		<u>11/30/2005</u>		<u>11/30/2005</u>
M02	<u>Engage consultants</u>		<u>12/31/2005</u>		<u>11/30/2005</u>
M03	<u>Research and identify project candidates</u>		<u>1/31/2006</u>		<u>1/31/2006</u>
M04	<u>Develop ED strategies for specific projects</u>		<u>3/31/2006</u>		<u>1/31/2006</u>
M05	<u>Confirm candidates and strategies with Council</u>	X	<u>5/9/2006</u>		<u>2/14/2006</u>
M06	<u>Implement strategy - Phase 2</u>		<u>7/31/2006</u>		<u>2/15/2006</u>
M07	<u>Report Phase 2 results</u>	X	<u>9/12/2006</u>	<u>1/25/2007</u>	<u>1/25/2007</u>
M08	<u>Initiate Phase 3 for target sites</u>		<u>9/30/2006</u>	<u>1/26/2007</u>	<u>1/26/2007</u>
M09	<u>Issue RFQs</u>		<u>6/30/2007</u>	<u>various</u>	<u>1/7/2009</u>
M10	<u>Report Phase 3 results</u>	X	<u>6/30/2007</u>	<u>various</u>	<u>10/9/2007</u>
M11	<u>Initiate Phase 4 developer selection</u>		<u>10/31/2007</u>	<u>various</u>	
M12	<u>Negotiate Owner Participation (OPA) or Development and Disposition Agree</u>	X	<u>TBD</u>	<u>various</u>	
M13	<u>Obtain required Applicant approvals</u>	X	<u>10/31/2006</u>	<u>TBD</u>	
M14	<u>Implement project</u>		<u>12/31/2006</u>	<u>TBD</u>	
M15	<u>Report Phase 4 results</u>	X	<u>TBD</u>		
M16	<u></u>				

## STATUS:

This is a multi year, multi phase, multi location project. Project is in 3rd of 4 planned stages.

## Comments:

The initial RFQ process for development of Firehouse Square was placed on hold after discussions with potential developers revealed that the limited scale of the project creates economic constraints. The City is looking into combining the Firehouse Square and Emmett's Plaza target sites into a single Unified Development Area to entice more developers. Staff has arranged interviews with several property acquisition firms which will also help create more attractive development opportunities within the target sites.



# PROJECT DESCRIPTION

Police

**Project:** Security Alarm Project  
**Source:** Staff  
**Lead:** DeSmidt  
**Team:** PD  
**Contractor(s):**

**Proj. #:** PD06  
**Acct. #:**  
**Type:** Project  
**Detailed Workplan**  
**Required:** Yes

**Description:** Research the feasibility and total costs (startup/marketing) of creating a direct link to PD dispatch for security alarms.

## Staff Recommendation:

☒ For Priority Consideration  
☐ No Recommendation  
☐ Below the Line  
☐ Against Study

Estimated Staff Hours

200

Estimated Staff Hours Remaining as of March 2010

200

Estimated Contractor costs

TBD

## Milestones:

City  
Council

Due  
Date:

Revised  
Date:

Actual:

M01 Project assessment

10/1/2010

M02

M03

M04

M05

M06

M07

M08

M09

M10

M11

## STATUS:

New project

## Comments:

# PROJECT DESCRIPTION

Parks and Recreation

**Project:** Athletic Field Improvements- Sports Complex Synthetic Turf  
**Source:** P & R Commission  
**Lead:** P & R Director  
**Team:** P & R, CDD  
**Contractor(s):** Landscape Architect & Landscape Contractor

**Proj. #:** \_\_\_\_\_  
**Acct. #:** \_\_\_\_\_  
**Type:** \_\_\_\_\_  
**Detailed Workplan**  
**Required:** \_\_\_\_\_

**Description:**

The proposed project includes the installation of synthetic turf on the four acre North Field at the Belmont Sports Complex. The existing turf grass would be removed along with the sand base and the drainage system. A new drainage system would be installed within a gravel base, overlain by a permeable substrate, upon which the synthetic turf would be rolled out and then filled in with an infill material. The Sports Complex North Field is approximately 4 acres in size and currently has one soccer field and one baseball field. The proposed project would accommodate 2 soccer fields (1 full size, 1 modified size) and 2 baseball fields (1 regulation, 1 modified) with the overlapping field layout efficiencies associated with a synthetic turf field.

**Staff Recommendation:**

☐ For Priority Consideration  
☒ No Recommendation  
☐ Below the Line  
☐ Against Study

Estimated Staff Hours	500
Estimated Staff Hours Remaining as of March 2010	450
Estimated Contractor costs	2,300,000

**Milestones:**

		City Council	Due Date:	Actual:
M01	Identify funding sources		7/1/2010	
M02	Put into FY2011 Budget		7/1/2010	
M03	P&R Commission Meeting		5/5/2010	
M04	Council approval of Design Firm		10/12/2010	
M05	Design Completion		TBD	
M06	Constuction		TBD	
M07				
M08				
M09				
M10				
M11				

**STATUS:**

TO P&R COMM DEC 09 AND COUNCIL JAN 2010. Council gave approval to apply for a grant and to make this a Priority Calendar item. Grant submitted and response will be available in September 2010.

**Comments:**

# PROJECT DESCRIPTION

Parks and Recreation

**Project:** Cipriani Dog Park Improvements  
**Source:** Parks and Recreation Commission  
**Lead:** Parks and Recreation Director  
**Team:** Parks Division  
**Contractor(s):** Landscape Architect

**Proj. #:** \_\_\_\_\_  
**Acct. #:** \_\_\_\_\_  
**Type:** \_\_\_\_\_  
**Detailed Workplan**  
**Required:** \_\_\_\_\_

**Description:** Design and construct improvements for Dog Park. Improvements could include shade structure, site furniture, water stations, new surfaces and grading.

**Staff Recommendation:**

☐ For Priority Consideration  
☒ No Recommendation  
☐ Below the Line  
☐ Against Study

Estimated Staff Hours	<u>60</u>
Estimated Staff Hours Remaining as of March 2010	<u>45</u>
Estimated Contractor costs	<u>\$75,000</u>

**Milestones:**

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Identify funding source</u>		<u>7/1/2008</u>	<u>7/1/2009</u>	<u>7/1/2009</u>
M02	<u>Landscape Architect selected</u>		<u>9/1/2008</u>	<u>7/1/2009</u>	<u>7/1/2009</u>
M03	<u>Community Outreach</u>		<u>10/1/2008</u>	<u>11/21/2009</u>	<u>11/21/2009</u>
M04	<u>Conceptual design review Park &amp; Rec Commission</u>		<u>2/1/2009</u>	<u>7/7/2010</u>	
M05	<u>Design approved by Park &amp; Rec Commission</u>		<u>6/1/2009</u>	<u>9/1/2010</u>	
M06	<u>Design approved by Planning Commission</u>		<u>N/A</u>	<u>N/A</u>	
M07	<u>Design approved by City Council</u>	<b>X</b>	<u>8/1/2009</u>	<u>9/28/2010</u>	
M08	<u>Contract process and award project</u>		<u>10/1/2009</u>	<u>10/1/2010</u>	
M09	<u>Complete project</u>		<u>2/1/2010</u>	<u>2/1/2011</u>	
M10	<u></u>				

**STATUS:**

Project is scheduled for 2010-2011

**Comments:**

# PROJECT DESCRIPTION

Parks Recreation

**Project:** Davey Glen Park Improvements  
**Source:** P & R Commission  
**Lead:** Jonathan Gervais  
**Team:** Parks Division, Public Works Department  
**Contractor(s):** Landscape Architect & Landscape Contractor

**Proj. #:** PR03  
**Acct. #:**   
**Type:**   
**Detailed Workplan**  
**Required:**

**Description:** Master Plan and Development of Davey Glen Park. The project involves the design & development of a one acre unimproved park site on Davey Glen Road. The neighborhood park could include such amenities as picnic areas, playground equipment, benches, fencing and landscaping. The project budget includes funding for design and construction.

**Staff Recommendation:**

- ☐ For Priority Consideration  
☐ No Recommendation  
☐ Below the Line  
☐ Against Study

Estimated Staff Hours	350
Estimated Staff Hours Remaining as of March 2010	250
Estimated Contractor costs	\$525,000

**Milestones:**

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Identify funding source.</u>		<u>7/1/2007</u>		<u>9/1/2010</u>
M02	<u>Conduct neighborhood needs assessment meeting</u>		<u>9/14/2007</u>		<u>11/3/2007 &amp; 7/18/09</u>
M04	<u>City Council dicussion and direction.</u>	X	<u>2/6/2008</u>		<u>3/11/2008</u>
M05	<u>City Council dicussion and direction.</u>	X			<u>11/5/2008</u>
M06	<u>Review Conceptual Design at Park and R ec Commission Mtg.</u>		<u>5/1/2008</u>		<u>7/18/2009</u>
M07	<u>Review Conceptual Design at Park and R ec Commission Mtg.</u>				<u>9/2/2009</u>
M08	<u>Review Conceptual Design at Park and R ec Commission Mtg.</u>				<u>10/7/2009</u>
M09	<u>Landscaping design approved by Park and Rec Commission</u>		<u>2/2/2011</u>		
M10	<u>Landscaping design approved by Planning Commission</u>		<u>3/1/2011</u>		
M11	<u>Landscaping design approved by City Council</u>	X	<u>4/12/2011</u>		
M12	<u>Contract process and award project</u>		<u>7/12/2011</u>		
M13	<u>Complete project</u>		<u>12/1/2011</u>		

**STATUS:**

3 public meetings have been held re: design of the park. Staff sorting through comments to address design issues. In March 2010 the P&R Commission created an Ad Hoc Committee to work with the Department on the design.

**Comments:**

# PROJECT DESCRIPTION

Parks and Recreation

**Project:** Facilities Condition Management Assessment  
**Source:** Staff  
**Lead:** Parks and Recreation Director  
**Team:** \_\_\_\_\_  
**Contractor(s):** None identified

**Proj. #:** \_\_\_\_\_  
**Acct. #:** \_\_\_\_\_  
**Type:** \_\_\_\_\_  
**Detailed Workplan**  
**Required:** \_\_\_\_\_

## Description:

The Parks and Recreation, Community Development, and Finance Departments oversee many of the publicly owned buildings in Belmont. The Departments are meeting and discussing ways to better manage and track these assets including analyzing Belmont's facilities in a comprehensive, organized, and logical manner. The Asset Management method includes a numerical evaluation of the condition of a facility and an assessment of its importance to the community. These two factors can then be used to prioritize limited resources toward the most deserving projects.

## Staff Recommendation:

- ☐ For Priority Consideration  
☐ No Recommendation  
☐ Below the Line  
☐ Against Study

<b>Estimated Staff Hours</b>	<u>200</u>
<b>Estimated Staff Hours Remaining as of March 2010</b>	<u>180</u>
<b>Estimated Contractor costs</b>	<u>TBD</u>

## Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Report to City Council</u>	X	<u>9/14/2010</u>		
M02	<u>TBD</u>		<u>TBD</u>		
M03	_____				
M04	_____				
M05	_____				
M06	_____				
M07	_____				
M08	_____				
M09	_____				
M10	_____				
M11	_____				

## STATUS:

New program

## Comments:

\_\_\_\_\_

# PROJECT DESCRIPTION

Parks Recreation

**Project:** Update Parks & Open Space Master Plan  
**Source:** P & R Commission  
**Lead:** Parks and Recreation Director  
**Team:** Goals and Strategic Planning Committee  
**Contractor(s):** Landscape Architect

**Proj. #:** PR01  
**Acct. #:**   
**Type:**   
**Detailed Workplan**  
**Required:**

## Description:

Update of the 1992 Parks & Open Space Master Plan. The Master Plan is a valuable document that provides guidance to the Council, Commission and staff for the development and maintenance and operation of the City's parks and open space system. The project, in general, would include updating the inventory of the parks system, analysis of current demands/trends, identifying completed projects and updating of the action plan.

## Staff Recommendation:

- ☐ For Priority Consideration  
☐ No Recommendation  
☐ Below the Line  
☐ Against Study

Estimated Staff Hours	<u>400</u>
Estimated Staff Hours Remaining as of March 2010	<u>400</u>
Estimated Contractor costs	<u>\$250,000</u>

## Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Community Outreach - neighborhood meetings</u>		<u>7/1/2008</u>	<u>8/1/2011</u>	
M02	<u>Parks and Rec Commission input</u>		<u>12/1/2008</u>	<u>9/1/2011</u>	
	<u>Discussion and Direction from City Council</u>	X	<u>2/1/2009</u>	<u>11/1/2011</u>	
M03	<u>Consultant selected</u>		<u>4/1/2009</u>	<u>1/7/2012</u>	
M04	<u>Community Workshops</u>		<u>7/1/2009</u>	<u>3/1/2012</u>	
M05	<u>P &amp; R Commission Meeting #1</u>		<u>12/1/2009</u>	<u>4/1/2012</u>	
M06	<u>Develop Draft Plan</u>		<u>3/1/2010</u>	<u>5/1/2012</u>	
M07	<u>P &amp; R Commission Meeting #2</u>		<u>5/1/2010</u>	<u>8/1/2012</u>	
M08	<u>Planning Commission Meeting</u>		<u>7/1/2010</u>	<u>10/1/2012</u>	
M09	<u>City Council Adoption</u>	X	<u>9/1/2010</u>	<u>12/1/2012</u>	
M10	<u></u>				

## STATUS:

Staff does not have capacity or funding to start this major planning project until after the completion of Davey Glen and Semeria Parks.

## PROJECT DESCRIPTION

**Project:** Semeria Park

**Source:** Parks and Recreation Commission

**Lead:** Parks and Recreation Director

**Team:** Parks Division , DPW, CDD

**Contractor(s):** Landscape Architect & Landscape Contractor

**Proj. #:** PR

**Acct. #:**

**Type:**

**Detailed Workplan**

**Required:** X

**Description:** Design and development of park. Funding source could be Prop 40 funds, per capita state bond, \$288,000 available and Planned Park Fund 341

**Staff Recommendation:**

- ☒ For Consideration
- ☐ No Recommendation
- ☐ Below the Line
- ☐ Against Study

<b>Estimated Staff Hours</b>	350
<b>Estimated Staff Hours Remaining as of March 2010</b>	140
<b>Estimated Contractor costs</b>	\$433,000

**Milestones:**

		City Council	<b>Due Date:</b>	<b>Revised Date:</b>	<b>Actual:</b>
M01	<u>Identify funding source.</u>		<u>3/1/2008</u>		<u>2/24/2009</u>
M02	<u>Attend Neighborhood Association meeting to obtain input</u>		<u>6/1/2008</u>		<u>9/3/2009</u>
M03	<u>Discussion from Park and Rec Commission</u>		<u>7/1/2008</u>		<u>10/1/2008</u>
M05	<u>Discussion and Direction from City Council</u>	X			<u>11/5/2008</u>
M06	<u>Landscape Architect contract</u>		<u>10/1/2008</u>		<u>2/24/2009</u>
M07	<u>Design presentation Neighborhood meeting</u>				<u>7/18/2009</u>
M08	<u>Landscaping design reviewed by Park and Rec Commission</u>		<u>1/1/2009</u>		<u>8/5/2009</u>
M09	<u>Landscaping design approved by Planning Commission</u>		<u>8/18/09</u>		<u>8/18/2009</u>
M10	<u>Park design reviewed by park &amp; Rec Commission</u>		<u>3/6/2010</u>		<u>3/6/2010</u>
M11	<u>Final Design Approved by Park and Rec Commission</u>		<u>4/7/2010</u>		<u>4/7/2010</u>
M12	<u>Final design approved by City Council</u>	X	<u>4/27/2010</u>		<u>4/27/2010</u>
M13	<u>Contract process and award project</u>		<u>7/1/2010</u>		
M14	<u>Complete project</u>		<u>10/1/2010</u>		

**STATUS:**

Project complete Fall 2010.

**Comments:**

PROJECT MUST BE COMPLETED BY JUNE 2011 TO PROTECT GRANT FUNDING.

# PROJECT DESCRIPTION

Parks and Recreation

**Project:** Solar Energy Projects  
**Source:** CC  
**Lead:** Parks and Recreation Director  
**Team:** Finance Dir, PW Dir, Engineer  
**Contractor(s):** \_\_\_\_\_

**Proj. #:** PR  
**Acct. #:** \_\_\_\_\_  
**Type:** \_\_\_\_\_  
**Detailed Workplan**  
**Required:** \_\_\_\_\_

## Description:

To consider implementation of solar energy projects and legislation that enhances solar energy use on public facilities. The Parks and Recreation Department is focused on providing solar energy at the Library. The Library is the largest consumer of energy of all the City facilities. The average energy and natural gas bill ranges from \$50,000-\$80,000 annually.

## Staff Recommendation:

☐ For Priority Consideration  
☐ No Recommendation  
☐ Below the Line  
☐ Against Study

Estimated Staff Hours	<u>400</u>
Estimated Staff Hours Remaining as of March 2010	<u>360</u>
Estimated Contractor costs	<u>TBD</u>

## Milestones:

		City Council	Due Date:	Actual:
M01	<u>Assess project requirements</u>			
M02	<u>Investigate solar energy alternatives for Library</u>		<u>TBD</u>	
M03	_____			
M04	_____			
M05	_____			
M06	_____			
M07	_____			
M08	_____			
M09	_____			
M10	_____			
M11	_____			

## STATUS:

Staff will continue to look for grant sources of funding.

## Comments:

\_\_\_\_\_



# PROJECT DESCRIPTION

Parks and Recreation

**Project:** Trail Improvements  
**Source:** Parks and Recreation Commission  
**Lead:** Parks and Recreation Director  
**Team:** Parks Division, Fire Marshal, Community volunteers  
**Contractor(s):** Landscape Architect/ purchase of materials

**Proj. #:** PR04  
**Acct. #:**  
**Type:**  
**Detailed Workplan Required:**

**Description:** The maintenance and construction of trails with the Water Dog Lake Open Space area. Included in the project scope are materials for bridges and retaining walls, tools, trail realignment and construction of new trails.

**Staff Recommendation:**

- ☐ For Priority Consideration  
☐ No Recommendation  
☐ Below the Line  
☐ Against Study

<b>Estimated Staff Hours</b>	200
<b>Estimated Staff Hours Remaining as of March 2010</b>	120
<b>Estimated Contractor costs</b>	\$45,000

**Milestones:**

		City Council	Due Date:	Actual:
M01	Review trail system		6/1/2008	6/1/2008
M02	Park & Rec Commission review		12/3/2008	12/3/2008
M03	Planning Commission Review	X	2/17/2009	2/17/2009
M04	Council Review		2/24/2009	2/24/2009
M05	Implementation of project		3/15/2009	3/15/2009
M06	Completion of Project		6/1/2011	
M07				
M08				
M09				
M10				
M11				

**STATUS:**

Trail being constructed with volunteer labor. Volunteers have designated trail work days through Spring and Summer 2010. Staff have been working on design of the trail bridges and supplying materials.

**Comments:**

This project includes construction of a new loop trail around Waterdog Lake. The existing trail is in a poor location and results in challenges including people getting lost, walking in wetland areas, and increased siltation. The new trail will provide better walking, hiking, and bike riding around the lake and will resolve the difficult climb from the dam to the trail system.

# PROJECT DESCRIPTION

Parks and Recreation

**Project:** Tree Planting Program  
**Source:** P & R Commision "Tree Board"  
**Lead:** P & R Director  
**Team:** P&R, DPW, CDD  
**Contractor(s):** City staff, Arborist

**Proj. #:** \_\_\_\_\_  
**Acct. #:** \_\_\_\_\_  
**Type:** \_\_\_\_\_  
**Detailed Workplan**  
**Required:** \_\_\_\_\_

**Description:** Establish program for planting trees on city property and / or public Right-of-Way's throughout Belmont.

**Staff Recommendation:**

☐ For Priority Consideration  
☒ No Recommendation  
☐ Below the Line  
☐ Against Study

<b>Estimated Staff Hours</b>	100
<b>Estimated Staff Hours Remaining as of March 2010</b>	100
<b>Estimated Contractor costs</b>	\$44,000

**Milestones:**

M01	Inventory Tree Planting Opportunity Areas in City
M02	Develop Tree Planting Criteria
M03	Establish Tree List for Public and Private Lands
M04	Establish Community Outreach Program for Private Lands
M05	Establish Schedule and Budget for Planting Program
M06	City Council approves Tree Planting Program and Budget
M07	Conduct Community Outreach to Private Land Owners
M08	
M09	
M10	
M11	

City Council

**Due Date: EST Date Actual:**

9/1/2008	11/1/2010
12/1/2008	3/1/2011
2/1/2009	6/1/2011
7/1/2009	8/1/2011
12/1/2009	10/1/2011
6/30/2009	1/1/2012
TBD	4/1/2012

**STATUS:**

This project will be funded out of the tree fund and will include planting trees in neighborhoods that are currently lacking street trees including Sterling Downs.

**Comments:**

The Tree Board heard the update of the tree plantings and tree giveaway on 12/3/08. Over 80 trees were recently planted on City property. Belmont has recently been designated Tree City USA.

# PROJECT DESCRIPTION

Public Works

**Project:** 101 Bike Pedestrian Bridge  
**Source:** Council  
**Lead:** Borrmann  
**Team:** Yau, Esqueda, City Engineer, T. Y. Lin Int., S&C Engineering  
**Contractor(s):** design; construction

**Proj. #:** PW02  
**Acct. #:** na  
**Type:** Construction  
**Detailed Workplan**  
**Required:** TBD

**Description:** Obtain funding; design and construct bridge over 101. Also includes bicycle and pedestrian bikeway and other improvements in the neighborhood between Old County Road and Highway 101 for Safe Routes to School.

Estimated Staff Hours	4,000
Estimated Staff Hours Remaining as of March 2010	2,000
Estimated Contractor costs	1,400,000

Milestones:		City Council	Revised		
			Due Date:	Date:	Actual:
M01	Begin conceptual design		8/1/2000		8/1/2000
M02	Council approves PSA for Conceptual Design Consultant	X	10/24/2000		10/24/2000
M03	Stakeholders Meeting for Conceptual Designs		12/5/2000		1/22/2001
M04	Public Meeting for Conceptual Designs		12/20/2000		1/30/2001
M05	Council approves Conceptual Design	X	1/9/2001	10/9/2001	10/9/2001
M06	Council approves PSA for Design Consultant	X	11/28/2000	1/28/2003	1/28/2003
M07	Complete R/W acquisition		6/1/2001	TBD	
M08	Acquire remaining funding required for project		6/30/2001	12/30/2009	
M09	Complete design		5/15/2001	9/15/2007	6/30/2009
M10	Council accepts ROW deeds			5/14/2009	
M11	Obtain permit from Caltrans		6/1/2001	6/30/2009	
M12	Council considers approval to advertise for bids	X	7/10/2001	11/17/2009	11/17/2009
M13	Council considers award of contract	X	8/14/2001	11/17/2009	12/30/2009
M14	Begin construction		9/1/2001	3/30/2010	
M15	Construction complete		7/1/2002	TBD	

**STATUS:** Project advertised and contract awarded to Granite Construction 12/09

**Comments:** Final steps to secure funding, including submittal of award package and finance letter underway. Public Outreach underway. Construction expected to commence March 2010, with 300 working days allowed in construction contract.

# PROJECT DESCRIPTION

Community Development

**Project:** High Speed Rail (HSR)

**Source:** City Council

**Lead:** de Melo & City Council

**Team:** Planning & Public Works Staff

**Contractor(s):** TBD

**Description:** Represent City of Belmont Throughout all Phases of Review & Planning for HSR project

**Staff Recommendation:**

**Proj. #:** CDXX

**Acct. #:**

**Type:**

**Detailed Workplan**

**Required:**

**Estimated Staff Hours** 350

**Estimated Staff Hours Remaining as of March 2010** 325

**Estimated Contractor costs** TBD

## Milestones:

City Council

**Due Date:** **Revised Date** **Actual:**

M01	Facilitate Outreach Mtg - Alternatives Analysis	5/26/10		
M02	Provide Comments on Project EIR	TBD		
M03	Facilitate Hosting of PCC Meetings	7/2/10		
M04	Attend Regional HSR Meetings	TBD		
M05	Provide Updates to Council on HSR Status	TBD		
M06				
M07				
M08				
M09				
M10				
M11				
M12				
M13				
M14				
M15				

**STATUS:** New Project From City Council

**Comments:**

# PROJECT DESCRIPTION

Public Works Department

**Project:** Old County Road Street Lighting  
**Source:** PC  
**Lead:** Borrmann  
**Team:** Engineering  
**Contractor(s):**

**Proj. #:** PW05  
**Acct. #:**  
**Type:**  
**Detailed Workplan**  
**Required:**

**Description:**

Determine new street lighting standards for Old County Road to be installed as part of the undergrounding of utilities. Coordinate with Capital Improvement program.

Estimated Staff Hours

250

Estimated Staff Hours Remaining as of March 2010

200

Estimated Contractor costs

35,000

**Milestones:**

		City Council	Due Date:	Actual:
M01	Determine lighting needs on OCR		5/30/2006	5/30/2006
M02	Select OCR lighting standards alternatives		6/30/2006	6/30/2006
M03	Council direction for street lights on OCR	X	6/26/2007	3/15/2008
M04	Select alternatives for Council Consideration	X	2/26/2008	2/26/2008
M05	Develop Implementation Schedule and Budget		5/27/2008	5/1/2008
M06	Old County Road undergrounding commence		7/10/2010	
M07	Undergrounding completed and streetlights installed		TBD	
M08	Project Complete		6/30/2011	

**STATUS:**

Initial phase of underground utilities from Ralston south to O'Neil complete. Ralston Avenue north to Marine view is currently under design.

**Comments:**

County Road Project phase II undergrounding, and associated installation of approved decorative streetlight, is tentatively scheduled by PGE for the Summer of 2010.

# PROJECT DESCRIPTION

Public Works Department

**Project:** Review All Traffic Policies

**Source:** Planning Commission

**Lead:** Borrmann

**Team:** Borrmann, De Melo, Parking and Traffic Safety Committee

**Contractor(s):** \_\_\_\_\_

**Proj. #:** \_\_\_\_\_

**Acct. #:** \_\_\_\_\_

**Type:** \_\_\_\_\_

**Detailed Workplan**

**Required:** \_\_\_\_\_

**Description:** Review all the City's traffic related policies to determine whether or not they are consistent with current best practices.

**Staff Recommendation:**

☐ For Priority Consideration

☐ No Recommendation

☒ Below the Line

☐ Against Study

<b>Estimated Staff Hours</b>	<u>200</u>
<b>Estimated Staff Hours Remaining as of March 2010</b>	<u>200</u>
<b>Estimated Contractor costs</b>	_____

**Milestones:**

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Inventory all traffic policies</u>		<u>4/10/2010</u>		
M02	<u>Review all traffic policies</u>		<u>TBD</u>		
M03	<u>Prepare a Council Report indicating which policies need updating</u>	<b>X</b>	<u>TBD</u>		
M04	<u>Update traffic policies that are not current with Best Practices</u>		<u>TBD</u>		
M05	<u>Prepare Council Report on revised traffic policies</u>	<b>X</b>	<u>TBD</u>		
M06	<u>Revise traffic policies to reflect council comments</u>		<u>TBD</u>		
M07	<u>Prepare resolution adopting revised traffic policies</u>	<b>X</b>	<u>TBD</u>		
M08	<u>Implement new traffic policies</u>		<u>TBD</u>		
M09	_____		_____		
M10	_____		_____		
M11	_____		_____		

**STATUS:**

Staff has identified a need to update the stop sign and the traffic calming policies. A report is planned to recommend these two updates, and that staff come back at a future date and review all policies for potential update.

**Comments:**

Current Program.

# PROJECT DESCRIPTION

Public Works Department

**Project:** Updated Ralston Avenue Traffic Study  
**Source:** Planning Commission  
**Lead:** Borrmann  
**Team:** Borrmann, De Melo  
**Contractor(s):** Traffic Engineering Consultant

**Proj. #:** \_\_\_\_\_  
**Acct. #:** \_\_\_\_\_  
**Type:** \_\_\_\_\_  
**Detailed Workplan Required:** \_\_\_\_\_

**Description:** Conduct a comprehensive traffic study including turning movement counts, traffic volume counts, intersection analysis, collision and safety analysis origin-destination studies, and determine appropriate capital improvements to mitigate any traffic related problems.

**Staff Recommendation:**

☐ For Priority Consideration  
☐ No Recommendation  
☒ Below the Line  
☐ Against Study

Estimated Staff Hours	200
Estimated Staff Hours Remaining as of March 2010	200
Estimated Contractor costs	\$100,000

**Milestones:**

		City Council	Due Date:	Revised Date:	Actual:
M01	Prepare a Request for Proposal		TBD		
M02	Retain a consultant		TBD		
M03	Conduct traffic and turning movement counts		TBD		
M04	Conduct traffic and turning movement counts		TBD		
M05	Conduct origin and destination studies		TBD		
M06	Evaluate Collision and Safety History		TBD		
M07	Prepare draft report		TBD		
M08	Present to City Council Draft Report	X	TBD		
M09	Prepare Final Report	X	TBD		
M10					
M11					

**STATUS:** Current Program

**Comments:**

**2010/2011 Council Priority Calendar***To adopt on May 25, 2010***May 25, 2010**

- 

**June 8, 2010**

- 

**June 22, 2010**

- Council review and adoption of Belmont Housing Element
- Discuss initial Belmont Fire Protection District Service Provision objectives with Fire Board

**July 13, 2010**

- Council review and adoption of Belmont Sign Ordinance

**July 27, 2010**

- Second reading of Belmont Sign Ordinance

**August 10, 2010**

- Refine BFPD objectives and take direction from Fire Board on potential alternatives

**August 24, 2010 – Meeting Cancelled****September 14, 2010**

- Council review and adoption – Parking in front yards/Circular Driveways
- Report to Council – Facilities Condition Management Assessment

**September 28, 2010**

- Second reading – Parking in front yards/Circular Driveways
- Council direction on options – Master Planning of City-Owned San Juan Hills Lands
- Council approve Cipriani Dog Park design

**October 12, 2010**

- 

**October 26, 2010**

- Council review and adoption – Residential Design Guidelines

**November 9, 2010**

- 

**November 23, 2010**

- City Council hearing and adoption – Tree Ordinance
- BFPD Report to Fire Board



## **2010/2011 Council Priority Calendar**

*To adopt on May 25, 2010*

### **December 14, 2010**

- Council review and adoption of Belmont “Villages Districts” Zoning Text
- Second reading – Tree Ordinance
- Fire Board Study Session – BFPD

### **December 28, 2010 – Meeting Cancelled**

### **January 11, 2011**

- 

### **January 25, 2011**

- 

### **February 8, 2011**

- 

### **February 22, 2011**

- 

### **March 8, 2011**

- 

### **March 22, 2011**

- 

### **April 12, 2011**

- Davey Glen Park Improvements Landscaping Design approval by Council

### **April 26, 2011**

- 

### **May 10, 2011**

- 

### **May 24, 2011**

-

**PRIORITY CALENDAR STATUS REPORT**  
**FY2011 -- Active/Current and Suspended**

A	B	C	D	E	F	G	H	I
Dept	Project Title	Source	Total Hrs.	Remaining hrs.	Cost, not inc. staff	Status	Date added	Status
1								
2	CD Emmett House Renovations and Site Work - Restoration and Relocation to Sixth and O'Neil	Staff	300	200	\$200,000	Active/C current	Apr-06	Construction Underway, House painted. Regular updates on progress are presented to RDA
3	CD Belmont Sign Ordinance	CC	300		\$25,000	Active/C current	May-10	PC Policy Discussion conducted on 5/4/10; further policy review scheduled for 5/18/10 PC meeting.
4	CD General Plan Update - An extensive, labor intensive, 3 year project, that will start with a community visioning process before undertaking a review and update of the General Plan (not including Belmont "Villages" Zoning and Housing Element)	PC	2,000	1,900	\$300,000	Active/C current	Apr-06	Status Report due back to Council based upon 5/11/10 Item 9/Priority Calendar discussion.
5	CD General Plan Update - Belmont "Villages" Zoning	Mandated	400	200	\$130,000	Active/C current	Apr-06	Public Hearings on Draft Zoning Text expected in Fall 2010.
6	CD General Plan Update - Housing Element	Mandated	400	50	\$125,000	Active/C current	Apr-06	Public Hearings on Draft Housing Element expected in June 2010.
7	CD Parking In Front Yards/Circular Driveways	CC	175	50		Active/C current	Mar-09	Program divided out - almost complete
8	CD Planning CalTrain Station / "Grand Blvd" Plan for improvements to CalTrain station and El Camino Real in support of "Grand Boulevard" objectives	CC/PC	300	100	\$33,000	Active/C current	Apr-06	Grant funding for improvements to be solicited (MTC, etc.). Staff is working w/other Peninsula cities on Grand Blvd. Initiative. Neighborhood input to be solicited upon capital improvement or grant funding approval.
9	CD Residential Design Guidelines - Guidelines for new and remodeled residential projects, including hillside development issues. Spring 2007 added: Hardscape & Lot Coverage Sids./Landscape Requirements for Residential Development.	PC	75	65	\$0	Active/C current	Apr-06	Project reactivated in Fall 2009 - staff working on completion of document, community outreach component. Final version document is expected to be presented to PC & CC for adoption in Fall 2010.
10	CD San Juan Hills Property Acquisition	CC	500	475	\$250,000	Active/C current	May-10	New program - from City Council
11	CD Tree Ordinance - Revise tree ordinance, and consider establishing tree regulations in Zoning Ordinance	PC	100	50	\$20,000	Active/C current	Apr-06	
12	CD Harbor Industrial Area Annexation - Work with Council Sub-committee and HIA to develop annexation proposal & submit LAFCO annexation application	Council	700	450	\$22,000	Suspended	Apr-06	On hold awaiting direction from Council on Annexation application. Discussions are commencing with property owners on voluntary annexation plan.
13	CD Historic Preservation - Revise Structures of Historic or Aesthetic Value section and update historic resources inventory	PC	250	235	\$20,000	Suspended	Apr-07	Next steps include formulation of task force to review components for amendment & new resources survey. Project Suspended until later date.

# PRIORITY CALENDAR STATUS REPORT

## FY2011 -- Active/Current and Suspended

A	B	C	D	E	F	G	H	I
	<u>Project Title</u>	<u>Source</u>	<u>Total Hrs.</u>	<u>Remaining hrs.</u>	<u>Cost, not inc. staff</u>	<u>Status</u>	<u>Date added</u>	<u>Status</u>
1								
14	CD Lot Coverage/Hardscape Limits- Study and propose revisions to the zoning regulations regarding lot coverage, property hardscape standards	PC	175	125		Suspended	Mar-09	New program.
15	CD Refinement of San Juan Hills and Western Hills Area Floor Area Transfer Policies - Study and propose revisions to the zoning regulations regarding floor area transfer policies within these areas of the city	PC	200+	150	\$25,000	Suspended	Apr-08	Reviewed and continued at 1/13/09 meeting; Reviewed at 7/14/09 CC meeting - direction given; staff underway with preparation of draft text amendment language. Project Suspended until later date.
16	CD Revision of Zoning Ordinance Definitions Update and expand Definitions Section of Ordinance; and Redefine Building Height options	Staff	150	150	\$0	Suspended	Apr-06	To be commenced upon completion of Residential Design Guidelines. Project Suspended until later date.
17	CD Solar Access Ordinance - Propose revisions to the zoning regulations regarding solar access	PC	100	100	tbd	Suspended	Apr-06	Project Suspended until later date.
18	CD Permit Efficiency Task Force <sup>1</sup> - Establish citizen task force to review and recommend improvements to the procedures and regulations related to development permits. ( <sup>1</sup> Project will eventually be subdivided into each of the recommendations)	Council	250	150	\$0	Ongoing Remove	Apr-06	Task Force Complete. Project is ongoing and will be deleted from this list in the future.
19	FN Belmont Fire Protection District Service Provision	Council	1,000		\$200,000	Active/Curent	May-10	New program from Council
20	FN Targeted Economic Development Project - Identify and implement targeted economic development projects within the City	Staff	2,350	2,350	\$75,000	Active/Curent	Oct-05	This is a multi year, multi phase, multi location project. Project is in 3rd of 4 planned stages.
21	FN Community Artway - Landmark Signage and Landscaping Project - City Edges - Installation of Monument signing and landscaping at the entrance to the City on eastbound Ralston east of Christian Dr and on northbound Alameda north of Cranfield Ave	PC	400	350	\$125,000	Suspended	Apr-08	To Council in May 2009 for Discussion and Direction. Project Suspended.

# PRIORITY CALENDAR STATUS REPORT

## FY2011 -- Active/Current and Suspended

A	B	C	D	E	F	G	H	I
Dept	Project Title	Source	Total Hrs.	Remaining hrs.	Cost, not inc. staff	Status	Date added	Status
1								
22	Security Alarm Project - Research the feasibility and total costs of creating a direct link to PD dispatch for security alarms.	DeSmidt, Staff	200	200		Active/C current	Feb-10	New project
23	Community Disaster/Emergency Alert Systems - Research and implement systems for alerting the community to disaster and emergency situations.	Staff	200	100	\$5,500	Ongoing Remove	Apr-08	Part of on-going disaster preparedness effort. Project to be lead by Belmont PD & Belmont-San Carlos Fire with participation by other City departments as appropriate. Project Ongoing and will be deleted from this list in the future.
24	Athletic Field Improvements - Proposed project includes installation of synthetic turf on 4-acre North Field at the Belmont Sports Complex. Project would accommodate 2 soccer fields and 2 baseball fields.	PRC	400	300	\$6M	Active/C current	Feb-08	TO P&R COMM DEC 09 AND COUNCIL JAN 2010. Council gave approval to apply for a grant and to make this a Priority Calendar item. Grant submitted and response will be available in September 2010.
25	Cipriani Dog Park Improvements - Design and construct improvements for the Dog Park.	PRC	80	80	\$75,000	Active/C current	Feb-08	Project is scheduled for 2010-2011
26	Davey Glen Park Design and Development - Design & development of unimproved park site on Davey Glen Road, which might include picnic areas, playground equipment, benches, fencing and landscaping	PRC	100	95	\$450,000	Active/C current	Apr-07	3 public meetings have been held re: design of the park. Staff sorting through comments to address design issues. In March 2010 the P&R Commission created an Ad Hoc Committee to work with the Department on the design.
27	Facilities Condition Management Assessment	Staff	200	180		Active/C current	May-10	New program
28	Park Open Space Master Plan Update - Would include updating the inventory of the parks system, analysis of current demands/trends, identifying completed projects and updating of the action plan	PRC	400	400	\$50,000	Active/C current	Apr-06	Staff does not have capacity or funding to start this major planning project until after the completion of Davey Glen and Semeria Parks.
29	Semeria Park - Design and development of a park. Initial costs are for design from which a development cost estimate will be made.	PRC	80	80	\$288,000	Active/C current	Apr-07	Project complete Fall 2010.
30	Solar Energy Policy - to consider implementation of solar energy projects and legislation that enhances solar energy use on public facilities.	CC	400	400	\$250,000	Active/C current	Apr-07	Staff will continue to look for grant sources of funding.
31	Trail Improvements - Review trail system, repair/improve existing trails, add new trails.	PRC	200	200	\$40,000	Active/C current	Apr-06	Trail being constructed with volunteer labor. Volunteers have designated trail work days through Spring and Summer 2010. Staff have been working on design of the trail bridges and supplying materials.

# PRIORITY CALENDAR STATUS REPORT

## FY2011 -- Active/Current and Suspended

	A	B	C	D	E	F	G	H	I
	Dept	Project Title	Source	Total Hrs.	Remaining hrs.	Cost, not inc. staff	Status	Date added	Status
1	PR	Tree Planting Program - Establish program for planting trees on City property and/or public right-of-way.	PRC	50	50	\$40,000	Active/C current	Feb-08	This project will be funded out of the tree fund and will include planting trees in neighborhoods that are currently lacking street trees including Sterling Downs.
32	PW	101 Bike Pedestrian Bridge - Obtain funding; design and construct bridge over 101; includes other improvements between Old County Road and Highway 101 for Safe Routes to School	Council	4,000	100	\$2,000	Active/C current	Apr-06	Project advertised and contract awarded to Granite Construction 12/09
33	PW	High Speed Rail	CC	350	325		Active/C current	May-10	New Project From City Council
34	PW	Old County Road Street Lighting - Develop program for review and replacement of street lighting standards	PC	200	200	\$15,000	Active/C current	Apr-06	Initial phase of underground utilities from Ralston south to O'Neil complete. Ralston Avenue north to Marine view is currently under design.
35	PW	Review all Traffic Policies - Review all City's traffic related policies to determine consistency with best practices.	PC	200	200		Active/C current	Mar-07	Staff has identified a need to update the stop sign and the traffic calming policies. A report is planned to recommend these two updates, and that staff come back at a future date and review all policies for potential update.
36	PW	Updated Ralston Traffic Study - conduct a comprehensive traffic study and determine appropriate capital improvements to mitigate any traffic related problems.	PC	200		\$100,000	Active/C current	Mar-07	Current Program
37	PW	Creek Restoration - Develop program for restoration of city creeks	PC	100	100	\$150,000	Suspend ed	Apr-06	Project Suspended until a later date.
38	PW	Paper Trails - Identify paper streets and trails and determine which ones could be developed into a public trail system	Council	280	80	\$0	Suspend ed	Apr-06	Project Suspended until a later date.
39	PW	Ralston Avenue Street Lighting - Develop program for review and replacement of street lighting standards	PC	100	100		Suspend ed	Apr-06	Ralston pending target site moving forward, Project Suspended until a later date.
40	PW								